**Uniform Physical Condition Standards (UPCS)
Training and Certification Program**

Checklist

Please be mindful of the following items.

➤ There is no cost for the actual class; however, each person is responsible for the costs that are incurred for travel, lodging, meals, and other accommodations.

➤ Participants are responsible for making their own reservations (for travel & lodging).

➤ Each participant must bring to the class a Data Collection Device (DCD) or a laptop.

➤ Your DCD or laptop MUST have a CD ROM drive or a USB port with Windows 98 or higher.

➤ Each participant must have the *training version* of the UPCS software installed on their hard drives **BEFORE** arriving to the training.

➤ Each participant must review all training materials posted on the website.

➤ Each participant must arrive to the training session with all training material downloaded (either electronically or paper version).

➤ The class is scheduled for 8:00 am to 5:00 pm. You are required to be in attendance for the entire training activity. You must pass all tests, or you will be dismissed from class. You will be allowed to register for another class.

➤ We are located a few blocks away from the Smithsonian and the L'Enfant Metro (subway) Stations. For detailed information on the Metro system, please refer to the web site: **www.wmata.com**

➤ Enter through the front doors of the Potomac Center Building and report to the front desk. Let the Security Officers know that you are attending the UPCS Inspector Certification Training being held in the Large Training Room (Suite 100). **You will be required to provide a photo ID. Daily, the Security Officers will check your DCD/laptop and compare it with the list (name brand and serial number) that we have provided them.**

- Please silence all pagers and cell phones or turn them off upon entering the training room.

- The attire for the course is business casual. Due to variances in room temperature, it is recommended that you bring a jacket or sweater.